

## GRANTEE MONITORING

Grantee Name	Epiphany Caring for Life (ECL) Vender#195049
Location/Address	1900 111 <sup>th</sup> Avenue, N.W. Coon Rapids, MN 55433
Date and Location of Site Visit	June 2, 2017; ECL offices
Grantee Participants	Kathy Beyer: Service Coordinator; Administrator Jessica Whitehead: Client Service Advocate
MDH Participant(s)	Mary Ottman, Positive Alternatives Grant Manager
Grant Agreement #/PO #	

**PURPOSE:**

In accordance with the MDH Policy 238.01 Grantee Monitoring, MDH will conduct at least one monitoring visit per grant period on all state grants of over \$50,000, and at least annual monitoring visits on grants of over \$250,000.

The purpose of the grant monitoring visit is to review and ensure progress against the grants' goals, to address any problems or issues before the end of the grant period and to build rapport between the state agency and the grantees. This visit may cover topics such as statutory compliance; challenges faced by the grantee, modifications made to the grant program, program outcomes, grantee policies and procedures, grantee governance, and training and technical assistance needs.

The findings or information obtained through this monitoring activity will be used:

- To ascertain how MDH program funds are being utilized
- To provide targeted technical assistance needs
- To improve program implementation performance
- To suggest other training needs
- In future funding decisions

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### OVERVIEW

1. Is the Grantee's non-profit 501(c) 3 status current?- **YES**
2. Does the Grantee have a central file containing the official records for this grant agreement and/or amendment? -**YES**
3. Where is this central file located?

**At the Epiphany Caring for Life (ECL) office at the grantee location**

4. Who is responsible for this central file?

### **Program Administrator**

5. Does the central file include
  - The grant proposal? **Yes**
  - The award letter? **Yes**
  - The signed grant agreement and any/all amendments? **Yes**
  - Any/all requests and/or approvals for scope/budget changes? **Yes**
  - The work plan? **Yes**
  - Any/all payment requests (invoices)? **Yes**
  - Any/all signed subcontracts? Not applicable (no subcontracts) **Yes**
  - Any/all Progress Reports? **Yes**

### REPORTING REQUIREMENTS

1. Does the organization meet all reporting requirements as outlined in the grant agreement and/or amendment? - **YES**
2. Are expenditure reports submitted timely and accurately?- **YES**
3. Are progress reports submitted with all required information and in a timely manner?- **YES**

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### CONTRACTUAL

1. Does the Grantee have written policies or procedures addressing use of contractors and/or subcontractors? **-NO**
2. Were any sub-contractors paid from the MDH grant required to sign a contractual agreement outlining services to be rendered, duration of engagement, and pay rate?

**Not applicable**

3. Was the contractual agreement(s) reviewed and approved by MDH before implementation?

**Not applicable**

### PERSONNEL POLICIES, PROCEDURES AND PRACTICES OF THE GRANTEE

1. Are time distribution records (e.g., time-sheets) maintained to show how employees who are funded through, or contributed in kind to, the MDH grant and who work on multiple projects/programs spend their time? **-YES**
2. Do personnel and/or payroll records show dates of hire/termination, immigration status if applicable, actual hours of time worked, leave time, federal and state programs worked on, and earning for all employees who are funded through, or contributed in kind, to the MDH grant?

**Yes, Human Resources has files**

3. Does the Grantee have policies and procedures in writing regarding: **- YES TO ALL**

- Payroll?
- Travel?
- Overtime?
- Timesheets?
- Taxes?
- Purchasing?
- Compensated time off?

4. Are employees time sheets approved? **-YES**

By whom (what position)?

**Epiphany Caring for Life Administrator and Parish Administrator**

By the Executive Director? **-YES**

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5. Does the Grantee's payroll preparation and distribution involve more than one employee?

**Yes the parish accountant figures salary and then it is sent out to Paycor as of 3/3/17**

6. Does an authorized official approve all checks before being signed?

**Yes either the ECL Administrator or the Parish Administrator.**

Additional Comments:

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### PROGRAMMATIC QUESTIONS

Please use this space to answer all questions.

#### ***Program History***

- When was your program started? Why was it started?  
**Epiphany Caring for Life (ECL) has operated as a non-profit providing alternatives to abortion in Anoka County since January, 1997. The program started as way to protect and celebrate life as a community.**
- What need does your program fulfill?  
**ECL aims to support, empower, and assist women in carrying their pregnancies to term and promoting healthy families by providing both material assistance and emotional support to women dealing with unexpected pregnancies or women in crisis.**
- How has the program grown or changed since its beginning?  
**The program was initially completely volunteer run and focused mainly on providing emotional support to clients during a time of crisis. Although, providing emotional support is still a main part of our programs through donations and grant funds we are also able to reduce stress to new mothers by providing material support and education in addition to mentoring. ECL also now has 3 part-time paid positions that work alongside our numerous volunteers.**

#### ***Grantee's Target population***

- Who does the organization primarily serve?  
**ECL serves pregnant women and women with infants and their families who reside in Anoka County.**
- What is the program's demographic and geographic coverage?  
**ECL clients reside in Anoka County. They come from diverse backgrounds, with a large portion being single parents and women of color. Data collected since 2012 using the demographic reporting form shows that 37% of ECL clients identify as White and 52% identify as People of Color while 15% identify as Hispanic. Additionally, 68% of clients are not married.**
- Review recent Demographic reporting.

#### ***Leadership and Governance***

- Effective Board: How many board members currently serve, who are they?  
**ECL works in collaboration with the Church of Epiphany Core Team which functions as the ECL board of directors. The Core team includes the Parish Administrator,**

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**Accountant, Accounts Receivable, Outreach Director, and ECL Administrator.**

- How often do they meet? How are they informed of organization's progress and challenges?

**The board meets quarterly and a member of the ECL team presents progress and challenges to the board 2 times per year. Additionally, quarterly updates are shared with the parish administrator to distribute to the board.**

- How supportive is the Board of the program?

**The Epiphany Core Team is very supportive of the ECL program.**

- How is the program staffed? Who is responsible for the supervision of grant staff?

**The current organizational structure includes an ECL Administrator/Service Coordinator, Client Service Advocate, Support Assistant, Church of Epiphany parish administrator and accountant, and numerous volunteers. The ECL Administrator reports to the Epiphany Parish Administrator.**

- How are staff evaluated on their performance? How long have PA staff been employed there?

**Staff are evaluated yearly by the ECL administrator. ECL Administrator/Service Coordinator- 20 years, Client Service Advocate-3 years, Support Assistant-10 years**

- How are staff background checks done?

**Background checks are conducted every 2 years through the Church of the Epiphany, along with VIRTUS training, and a volunteer compliance form.**

- What is your organization's policy on complaints for staff and clients?

**Complaints would be initially addressed by the ECL administrator and then if they could not be resolved would move to the parish administrator.**

### **Budget**

- Does the current budget reflect your work plan activities? **-YES**
- Is the budget accurate for the project size/scope? **- YES**
- Do you have any challenges with the budget or invoicing? **-NO**
- Has your Financial Reconciliation taken place? **- NO**
- If you have an elevated risk designation, and/ or your Financial Reconciliation report cited any concerns, these will be discussed.

### **Review Work Plan including:**

#### **Partners**

- If applicable: how are people referred to the program? Are there any barriers

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encountered with referral sources? What is your most common referral source?

**A large amount of ECL clients are referred by the Anoka County Public Health Nurses. We also have strong relationships with the Alexandra House (domestic abuse shelter), Hope 4 Youth (homeless shelter), Anoka-Hennepin School District Social Workers, and local churches.**

- o Challenges with partners or specific counties?

**Service clients who reside in Anoka County**

### Work Plan

- o Review your 2016 – 19 grant application's description of the program you are asking to be funded. On your work plan note the services and activities you said you would provide and the number of clients you would serve.
- o **Prepare a short summary of your current program(s) and the number of clients being served.** How does what you describe in the application compare with what you are currently providing? Have any programs and/or activities or services been added or removed? Have the number of clients being served per quarter decreased or increased since June 2016? Is there anything in particular you want to share about your current program to explain its current status?
- o Do you anticipate making any changes to the 2017-18 Work Plan? If so, in what way and for what reasons?

**Minor changes were made to the 2017-18 workplan. Mainly increasing the number of clients we support through the baby closet, new mothers bags, nutrition program.**

### Participants:

- o What type of outreach does the organization put into action? What is working well? What are more the challenging aspects to finding or retaining clients?

**The Client Service Advocate, Service Coordinator, and Support Assistant regularly go out into the community and meet with other local resources, present the services ECL provides and deliver brochures. ECL also has an active Facebook and a website. The main challenge we have with our clients is having them make it to their baby closet appointment. However, we understand that many are currently in chaotic situations without regular access to transportation and we are always willing to reschedule or make special appointments. We also work with the public health nurses to transport items if there is absolutely no way that clients can make it to the baby closet.**

### Data:

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- How is program data collected and by whom? Is data collected useful to agency?  
**Program data is collected using a standardized form during the client's visit to the Baby Closet. The Client Service Advocate then reviews the form and enters the data. The data is useful for seeing the types of clients we are reaching, making marketing strategies, and knowing what needs clients still need filled.**
- Anything we can do to help or simplify data collection?  
**What we are currently doing is working well for us.**

### ***Review Evaluation***

- Your 2015-16 Evaluation Report Summary will be discussed (If you were a past grantee).
- Your 2016-17 Evaluation Plan will be reviewed. Any suggestions provided in your 2015-16 Report Summary should be included in the plan, if you are continuing a similar evaluation. If you are planning a new evaluation, details will be discussed. Do you have any questions on your evaluation?

**Moving forward for the 2017-2018 year we are considering moving to looking at how providing high chairs increases family meal times and the ability for parents to provide nutritious meals or to measure how well clients are recalling the sleep safety information when they receive a pack n play.**

### ***Miscellaneous***

- Anything else you would like to share? **NO**
- Anything else we haven't asked? **NO**

### ***What can we do to help?***

- Trainings and Grantee meetings useful for grantee? Any topic suggestions?  
**Yes the trainings are useful and interesting. Maybe more information on housing resources or resources for addiction help programs.**
- Feedback or suggestions for the state?
- Is there any way MDH can assist you to better equip your success in the Positive Alternatives Grant Program?



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### **Summary:**

Epiphany Caring for Life (ECL) has been a Positive Alternatives (PA) grantee since 2008. They have been aiming to support, empower, and assist women in carrying their pregnancies to term and promoting healthy families by providing support through their programs since their beginnings in 1997. Three staff member and a dedicated group of volunteers provide care and support to their clients in Anoka County. Currently PA funded programming provides: car seat distribution and education, case management services, crib distribution and safe sleep education, financial assistance, hotline, material support, mentoring, new mother gift program and nutrition support.

Their program has continued to grow with the help of PA funding. They have become well known in their community for their assistance to pregnant women with car seats and pack n plays. ECL understands the importance of fostering and creating a community of cooperation with the many area organizations they work alongside to help women in need. These include: Anoka County Public Health, WIC, Alexandra House, Hope 4 Youth, Anoka-Hennepin School District Social Workers and many area churches. Their outreach efforts within their community is commendable.

One of the challenges ECL has described is their client's inability to make some appointments. ECL staff recognize that chaotic lifestyles coupled with transportation challenges contribute greatly to this issue. One way ECL has addressed this issue is to work with local public health nurses to transport baby closet necessities to clients who are unable to make appointments for material assistance needs.

Staff also discussed the demographic reporting as missing a race category for Middle Eastern Clients. Currently there is no category listed for them. We discussed what those changes to the Demographic Report might look like.

ECL has also made an effort with the encouragement of the local public health nurses to offer and distribute high chairs for those clients in need. They are hoping this may make a positive difference in family meal times for their clients and lead to better nutrition for families. ECL staff are planning to evaluate this topic in the Year 2 Evaluation study.

ECL continues to manage their PA funding responsibly and with much dedication. They are responsive as grantees and have been a pleasure to work alongside. They have also been awarded additional funding for the last two years of the grant. I look forward to the witnessing the continued impact this organization will make in Anoka County.

**Date: June 8, 2017**

**Grant Manager: Mary Ottman**